



## **Consign Retail Supervisor**

### **Gold Mine Consign Store**

#### **POSITION INFORMATION**

*Title:* Consign Retail Supervisor

*Type:* Full-time, year-round, non-exempt position

*Location:* Ketchum, Idaho

*Reports to:* Daniel Velasco, Retail Manager

*Compensation:* \$24/per hour starting, scheduled Tuesday-Saturday, 9:30 am – 5:30 pm

*Benefits:* Paid time off, 85% of health insurance premium paid by employer, employer-sponsored retirement plan with 4% match, employer-paid AD&D policy, voluntary vision, short-term disability, and dental plans.

*Special Instructions:* Successful applicants must be able to complete a criminal background check.

#### **THE COMMUNITY LIBRARY ASSOCIATION**

The Community Library's mission is to bring information, ideas, and individuals together to enhance the cultural life of the community. The Community Library Association (CLA) is a non-profit cultural and educational institution supported in part by revenue from the Gold Mine Thrift and Consign Stores, and in part by private donations. As a privately funded public institution, the Library provides broad access to a wide range of resources and services. Anyone can get a library card here for free! The Library includes robust physical and digital book collections, a vibrant slate of educational programs for all ages, computer and internet access, and the Center for Regional History, which includes the Wood River Museum of History and Culture and the historic Ernest and Mary Hemingway House and Preserve.

#### **DUTIES:**

- Oversee training of manager assigned staff/volunteers during shift in consignee item acceptance, processing and capturing sales in Ricochet.
- Training staff in pricing standards, Ricochet software and expected customer service.
- Directly interacts with Retail Manager for maintenance of Consignee Item Inventory System in Ricochet.

- Maintain organized inventory, rotating stock and ensuring timely removal of expired inventory.
- Directly interacts with Retail Manager on apparel items in annex storage.
- Timely communication with consignors regarding item status and commission payments.
- Monitor sales trends and adjust displays accordingly.
- Directly works with Retail Manager on available inventory to always ensure full apparel racks on the retail floor.
- Ensure the store is clean and visually appealing.
- Maintains a tidy, clean, organized processing area.
- Support the Retail Manager in planning and implementing the yearly events calendar.
- Monitor supply needs for the consign processing department and alert Retail Manager.
- Provide feedback to management regarding staff performance or concerns.
- Attend GM Stores Supervisor Meeting every Wednesday.
- Close retail store.
- Manage available time off throughout the year.
- Adhere to all TCL requirements: Monthly and yearly staff meetings; Yearly book report.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Work occurs primarily indoors and involves a moderate to high level of physical activity including stooping, reaching, standing, and lifting up to fifty pounds (Heavier items must be team lifted). A high degree of interaction with the public is required for this position.

## **REQUIRED QUALIFICATIONS**

- Demonstrate ability to work in a busy work environment.
- Demonstrate ability to work independently as well as part of a team.
- Demonstrate ability to communicate with coworkers, manager, and customers.
- Demonstrate problem-solving ability.
- Demonstrate efficiency and ability in researching and pricing merchandise.
- Demonstrate ability to handle difficult situations with decorous and professional behavior.